

HOW TO

The fastest way to get a signature.

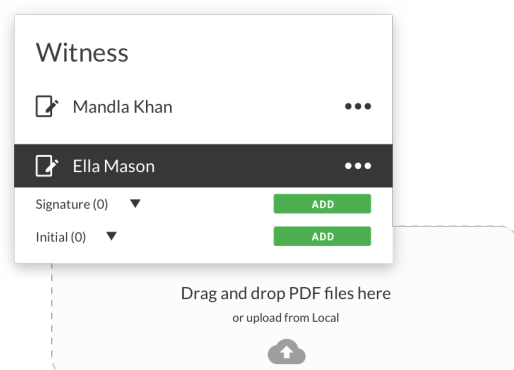
Stop holding up your documents waiting for signatures! Lexis Sign makes it quick and convenient for all parties to sign. No more printing, signing and scanning. No more illegible documents after multiple scans. Get clear and fully-compliant agreements finalised faster than ever before.

| | | | | |
|---|---|---|---|--|
|  <p>Internal Operations and Financials</p> |  <p>Contracts and Agreements</p> |  <p>HR Matters and Contracts</p> |  <p>Director and Board Resolutions</p> |  <p>Debt Collection</p> |
|---|---|---|---|--|



Send

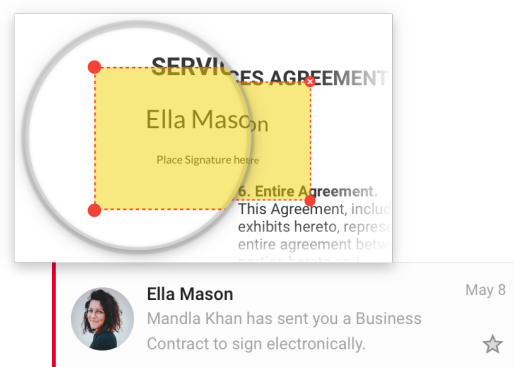
Upload a PDF that you need signed. You can also request supporting documents, like a copy of an ID.




Sign

- ✓ **Electronic Signature Advanced**
- ✓ **Electronic Signature**
(in accordance with the ECT Act)

Recipients securely apply their digital signatures using one of the various methods of identification. They are able to sign remotely, or face-to-face.





Receive

As soon as the document is securely signed, you'll be notified. With Lexis Sign the document is completely tamper-proof and uneditable, ensuring no additions, deletions or missing pages.



Mandla Khan

May 8

Dear Mandla, All signatories have signed the document.



File

Download a secure PDF of the signed document, sync Lexis Sign with your cloud storage solution, integrate with your existing systems via API or store your documents safely on Lexis Sign.

Signing Complete

Dear Mandla

All signatories have signed the document.

Please follow the link to download the signed documents: [Business_Contract_02.pdf](#)

This link will only be valid for 14 days.

SAVE



Ella Mason

May 8

Please follow the link to download the signed documents:



Audit

Every action taken on the document is recorded in a secure audit trail, so there's never any doubt about the papertrail.

| Event | User |
|-----------------------------|------------------------|
| 2018/09/27 11:30 | |
| Linked signatories | Mandla Khan ✓ <i>i</i> |
| ID: 02/91040220329083 | |
| Signatory name: Ella Mason | |
| Mobile number: 076 786 0493 | |
| 2018/09/27 12:15 | |
| Signed document | Ella Mason ✓ <i>i</i> |

Browser: Chrome

Browser Version: 69.1

Operating System: (Intel Mac OS X 10_12_6) Chrome/69.03497.10

IP Address: 196.22.244.26